

Executive, CIA

Assistant Director, Reports and Estimates

T/O increase for Map Branch, ORE -- Request for

0-5-335

1. A survey of existing commitments, rates of production and future schedules indicates that the personnel requirements of Map Branch, ORE are greater than the current Table of Organization strength. Prior to the initiation of this request, close scrutiny was given to current utilization of personnel within various components of the Map Branch, to trends in work-loads, and to capabilities for meeting scheduled commitments with full cognizance of added capabilities that would result from attainment of full strength of the current T/O. The Map Branch, ORE, is charged with the function of maintenance of adequate map intelligence, cartographic and map reference services for all intelligence areas of CIA and with some limitations for other intelligence agencies. Much included in these functions logically falls within the framework of NIS objectives. With the continuing development of assignments of responsibility, production schedules, operating procedures and problems within the NIS program, more and more of the total effort of the Map Branch has been given over to this coordinated basic intelligence production plan. It is apparent now that a minimum strengthening of the Map Branch at a few very critical points is needed in order to meet the commitments of the Branch. The present T/O status is as follows:

Map Branch Components	Total authorized positions T/O of 24 June	Occupied Positions 29 June	Encumbered (name actions)	Definite Applicants (name actions pending)	Other vacancies
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Office of the
ChiefCartography
DivisionMap Intelli-
gence Div.Map Library
Division

TOTAL

* Includes one provisionsl employee on duty, assigned to Map Branch, but detailed elsewhere.

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2. In order to maintain required Map Branch facilities and services for all parts of CIA and other appropriate intelligence areas, approval is requested for the establishment, at this time, of the following new positions:

Map Branch ComponentNew Positions Requested

Information Control Section

Cartography Division

Map Intelligence Division

Map Library Division

TOTAL

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a. Information Control Section. For months this section has been understaffed. The assigned personnel (currently 3 on duty, no vacancies) have been putting in several hours of voluntary overtime each week. Occasional serious bottlenecks have been broken only by the temporary detail of personnel from other parts of the Branch. The incoming flow of map materials from abroad is high and is expected to increase as the coordinated foreign map program continues to expand. This program is geared to NIS collection requirements. The outgoing materials forwarded abroad in fulfillment of U. S. commitments keeps pace. Outgoing loans and incoming returns of maps in answer to official requests are large in number. Between 700 and 1,000 requests for maps are received each month and usually 7,000 to 10,000 maps are distributed to other parts of the government in answer to these requests. Because of the world-wide interests in map intelligence work, large quantities of intelligence documents are constantly flowing in and out of the Branch.

A heavy traffic of intelligence documents dealing with all parts of the world and channeling into and out of the Branch must be recorded, sorted, routed and followed up by personnel of the Information Control Section. Routine map reference services to intelligence agencies alone resulted in the checking out of 116,000 maps and the checking in of 82,000 maps by the Information Control Section during fiscal year 1949. The major increase during this period was in the handling of maps associated with the coordination of the foreign map procurement program, where the volume of maps handled rose from 46,300 sheets in fiscal year 1948 to 104,200

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sheets in fiscal year 1949. Furthermore, the 71 new map exchanges initiated during fiscal year 1949 increased the total number of active exchanges by 65 percent, thus creating an additional burden in routing copies of pertinent communications. It is for these reasons that an additional clerk is considered essential particularly in view of the peculiarly vulnerable location of the Information Control Section in respect to the total operation of the Branch.

b. Cartography Division. The lack of a full complement in the drafting room because of existing vacancies for draftsmen is a serious handicap to map production and will be corrected as soon as positions can be filled. The NIS standard base map program of 2½ standard and an equal number of page-size bases per month is being barely maintained. The Map Branch is committed to the compilation and drafting of final subject maps required for NIS Chapters IV, V and VI. Requests for these are now being received. A backlog of priority map compilation jobs for both final NIS publication and other intelligence requirements is slowly developing even though considerable compensatory and some paid overtime has been used. No let-up in work-load is anticipated. A minimum strengthening of the professional cartographic staff is required.

During fiscal year 1950 the number of maps that must be compiled and drafted by the Cartography Division is estimated to be 500, (200 non-NIS base maps, 60 NIS base maps, 240 final NIS maps) or an increase of 77 percent over the output (283 maps) of fiscal year 1949. A 31 percent increase in occupied positions would result from the fulfillment of the Division's approved T/O of 24 June 1949, and of the three additional positions requested in the reference memorandum. During fiscal year 1950, the Cartography Division will also have to initiate color-proofing for several hundred NIS map drawings received from contributors (only 20 per month were handled near the end of fiscal year 1949) and check and prepare reproduction specifications for an estimated 600 or 700 maps to be printed for NIS publications during the same period. At this date there are eight unoccupied positions in the Cartography Division. One of the two P-3 vacancies is to be filled by promotion of a present SP-7 employee and the other by a candidate who has telegraphed acceptance if position is offered. Candidates have been selected and are now considering the two SP-7 vacancies and the one SP-7 to be vacated by promotion. Name actions have been submitted against the three SP-6 vacancies. This leaves only the Deputy Chief's position without name consideration.

c. Map Intelligence Division. During the latter part of fiscal year 1949, the lack of editorial assistance in the Map Intelligence Division was acute. A position for one editorial assistant is

unoccupied and the applicant is being processed. However, an additional editorial position is required to meet commitments. The four occupied positions of one secretary, one stenographer and two typists provided grossly inadequate personnel for the typing of the manuscript material to meet NIS commitments. The volume and character of work required for the Map Intelligence Division's contribution to and coordination of each NIS Chapter IX is now sufficiently clear to allow realistic estimation of future work-load. This Division has responsibility for coordinating, reviewing, collating, editing and typing the complete final manuscripts for these chapters. Even though a large number of voluntary hours of overtime were expended by both professional and clerical members of the staff, the Map Branch was obligated to defect on three of the six Chapters IX scheduled for the last half of fiscal year 1949, due to delays in clearing personnel. The other agencies contributing to Chapters IX did not defect. The Map Branch submitted the three Chapters IX in finished manuscript form by 30 June 1949. During fiscal year 1950, 18 Chapters IX are scheduled for production. This commitment was accepted contingent upon an increase in T/O for editorial and typing assistance.

At the present date there are seven unoccupied positions in the Map Intelligence Division. Name actions have been submitted for five of these. A definite candidate is under consideration for the Deputy Chief's position which is in process of reclassification. The other vacancy (P-5, geographer) was encumbered (name action) by a candidate who recently was turned down.

d. Map Library Division. The largest priority work-loads of the Map Library Division are centered in the professional activities of the Procurement Section and in the Map Collection Unit.

The present T/O for professional positions in the Procurement Section is filled, partly by temporary detail. Eighty-seven man-hours of paid overtime during February and March and considerable voluntary overtime each month have been expended by the Staff of the Procurement Section. The intensified character of the coordinated foreign map procurement operation resulting from larger and more precise requirements furnished by U. S. Government mapping agencies, and the more active and numerous map exchanges with foreign agencies, and the Section's responsibility for checking and reviewing incoming and outgoing map shipments, effecting coordination of U. S. agency requirements, and drafting communications and instructions relative to foreign map exchange and Foreign Service procurement activities abroad have seriously over-taxed the current staff. During fiscal year 1949, 71 new map exchanges were initiated thereby increasing the total number of exchanges by 65 percent. The foreign maps received for inclusion in CIA and other agency collections increased

from 26,400 during fiscal year 1948 to 52,100 during fiscal year 1949, or nearly 100 percent, and the number of maps sent to foreign countries in meeting U. S. commitments increased from 19,900 to 52,000, or 160 percent.

Although two positions for map clerks are encumbered with applicants being processed, these two employees are badly needed for normal maintenance of the map collection. Approximately 450 man-hours of overtime were expended during three months in trying to reorganize and keep the collection on an adequate operating basis with the staff presently available. The stock of the many maps produced for the NIS program is held and sorted, and requests from contributors are handled by the Map Library Division. The work-load is already heavy and is increasing rapidly. This unanticipated function requires a new map clerk position.

At the present date there are seven unoccupied positions in the Map Library Division. Six of these are encumbered by name actions. One vacancy exists because the applicant declined on 28 June and a new recruitment action is in process. Two new positions (2 P-2 geographers) above the Division's T/O for 24 June are required in the Procurement Section for fiscal years 1950 and 1951.

3. All component T/O's of ORE have been searchingly investigated to determine whether or not personnel positions in less active areas and staff groups could be used to satisfy the requirements of the Map Branch. It is the considered opinion of the Assistant Director, Reports and Estimates that the minimum strength, consistent with requisite, efficient operations, now existing, does not, nor will it in the foreseeable future, permit intra-office transfer of positions to meet this need.

4. In view of the above it is recommended that the T/O strength of the Map Branch, ORE, be increased by [REDACTED] positions as indicated in paragraph 2, from agency positions outside of ORE.

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